

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

June 24, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-57

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Employees Receiving Lump-Sum Payments with Active Child Support

In accordance with [ACT 102](#) of the 2016 Regular Legislative Session, effective August 1, 2016, employers are required to notify the Department of Children and Family Services (DCFS) of employees who owe child support payments and will be receiving a lump-sum payment (term pay, retirement incentive, k-time payout, etc.) of \$300 or more.

Agencies are advised to notify the Office of State Uniform Payroll (OSUP) Garnishment Administration (GA) Unit prior to issuing any lump-sum payment of any type to an employee who has an active child support record in the LaGov HCM system to determine whether an additional child support amount must be withheld from the lump-sum payment. These payments shall not be made until after OSUP has first notified DCFS and either received a response back from DCFS or fifteen days has elapsed. OSUP will notify agencies once the lump-sum payment can be made.

Prior to issuing lump-sum payments in the amount of \$300 or more to employees with an active child support record, agencies must follow the procedures for "[Employees Receiving Lump-Sum Payments with Active Child Support](#)" on the [OSUP Procedures Page](#) to notify OSUP.

If you have any questions concerning this matter, please contact a member of OSUP's Garnishment Administration Unit at (225) 342-5332.

APH:CS/mfr